



Quick Reference Guide

- Calendar: Create, Edit, and Delete Events
- Link Meeting Event to Agenda
- Create Meeting Minutes
- Update Files
- Upload PDFs & Link them from a Page
- Miscellaneous Tips, Tricks & Shortcuts

Customer Support:

- Monday - Friday, 9:00am - 5:00pm
- Phone: 978-461-5895
- Email: support@vt-s.net

Online Training:

We publish a variety of short 30 minute online sessions each month, open to all of our users. Your employees and/or volunteers can take the sessions at their workstation and engage a live trainer with questions and discussion. Ideal for new employees or those just starting to get involved in website editing

<http://cms.vt-s.net/training>

Create Event

When you want to add Meetings to the calendar...

- 1) Click **Create Event** and fill in the following fields when applicable.

Title*

Event Type*

Disable Sidebars

Hide End Date/Time

Do Not Display on Town Calendar

Description: (who, what, where)

- 2) Next, fill in the date and time of the meeting by clicking the mini calendar icon

Select the date, then choose a time by adjusting the slider. Click DONE.

One hour gets added to the end time. Adjust by clicking on the second mini calendar.

***Click ADD EVENT ***

Save & Close

Tip: If you have the Agenda for this meeting, see "Link Meeting Event to Agenda" on page 3.

Event

Locations

Groups
[Records Department](#)

Revision information
[New revision](#)

Comment settings
[Disabled](#)

Scheduling options
[Not scheduled](#)

Authoring information
[By VTHGroupAdmin](#)

Publishing options
[Not published](#)

XML sitemap

Title: *

Please provide the appropriate name of your event. (i.e. If this is a board/committee meeting identify your board/committee)

Event Type: *
- Please choose -

☐ Disable Sidebars
Tick this checkbox to hide the left and right sidebars when displaying this page.

☐ Hide End Date/Time

☐ Do not display on town calendar

Description:

Rich text editor with various formatting tools (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, etc.)

Buttons: [Save and Stay](#) [Save and Close](#)

Before you can save you must create at least one event. Please enter start and end date information for an Individual or Recurring event below, then make sure you click the "Add Event" button. Then save your changes.

Add Individual Date/Time

Start:
07/17/2013 08:00 am

End:
[Empty field]

☐ All day event.

[Add Event](#)

Individual Date/Time Editor

Remove	Date	Time	Edit	Cancel
	7/18/2013	11:00		
	7/18/2013	am		
		EDT		

Edit Events

Login and click on the desired event from the calendar.

To Update the Event click
“To properly edit your event click here”

Scroll down to the iCal section and click on the Pencil icon associated with the event you want to change

A window like the one to the right will pop open

Perform the changes you need. Before saving, select the **No** option under “Override Default Hide End Date/Time Settings:”

Click Save and then Save & Close.

View Edit Outline Clone Node export Unpublish Save Delete

Event

Embed Video

Navigation Settings
Not in menu

Authoring information
By ppeacock on 2014-01-23 16:38:55 -0500

Revision information
View revision

Groups
Library Board

Publishing options
Published

Comment settings
Disabled

Scheduling options
Not scheduled

Meta tags

Book outline
Not in book

Printer, email and PDF versions

JRL redirects

Title: *
Test Event

Event Date

From date: *
01/24/2014 - 8:00am
Format: 01/23/2014 - 4:45pm

To date:
01/24/2014 - 9:00am
Format: 01/23/2014 - 4:45pm

Override Default Hide End Date/Time Settings: *

☐ No
☐ Yes

☐ Hide End Date/Time
Tick this checkbox to hide the left and right sidebars when displaying this page.

☐ Disable Sidebars

Description:

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and others.

Delete Events

Do you see one entry in the iCal section? If you do, delete the event by clicking the “Delete” button located next to Save & Close

To Delete an Event with several entries in the iCal section click on the Trash Can icon associated with the Event Instance (in the iCal Editor section under the Remove column). Then click Save and Close

▼ iCal

Before you can save you must create at least one event. Please enter start and end date information for an Individual or Recurring event below, then make sure you click the "Add Event" button. Then save your changes.

Add Individual Date/Time

Start:
07/17/2013 08:00 am

End:

☐ All day event.

Add Event

Editor

Remove	Date	Time	Edit	Cancel
	7/18/2013	11:00 am EDT		

Link Meeting Event to Agenda

When you want the Agenda to show up with your meeting

- 1) If the meeting hasn't been created yet, go to appropriate Board and "Create Event" from the toolbox

Tip: When creating the event, it's helpful to make the Title* as descriptive as possible so we can search for it easier. Example: Board of Selectmen Meeting

- 2) Next, "**Create Meeting Agenda**" from the toolbox

Fill in the Title* and Date (and "Launch uploaded file without description page" if attaching a PDF)

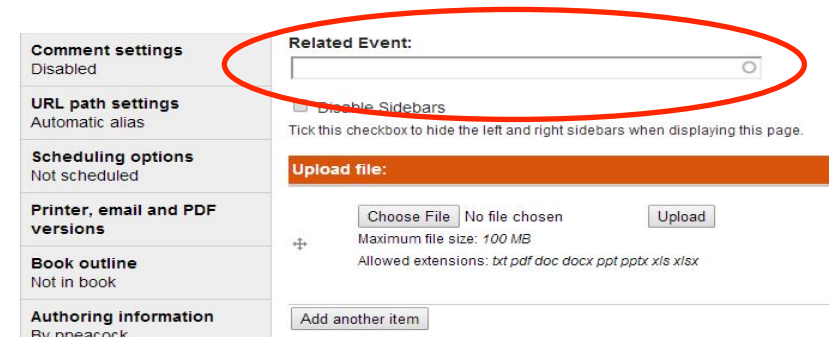
**The next step is where we link up our previously created event...*

There is an auto-complete field for **Related Event**. If you start typing in the name of an event created on the calendar it will show you a list of potential matches.

(**Note:** The system searches from the start of the event name so if your event is BOS Meeting start typing BOS)

Once you find the match (click) then Save & Close

The link to the agenda should now be on the calendar entry under **Related Agenda**:



Comment settings
Disabled

URL path settings
Automatic alias

Scheduling options
Not scheduled

Printer, email and PDF versions

Book outline
Not in book

Authoring information
By pbeacock

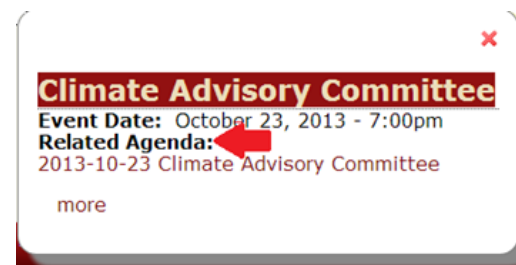
Related Event:

☐ Disable Sidebars
Tick this checkbox to hide the left and right sidebars when displaying this page.

Upload file:

No file chosen

Maximum file size: 100 MB
Allowed extensions: txt pdf docx ppt pptx xls xlsx



Climate Advisory Committee

Event Date: October 23, 2013 - 7:00pm

Related Agenda: 2013-10-23 Climate Advisory Committee

[more](#)

Meeting Minutes

Once created, minutes display automatically on the right-hand side of the Board/Committee homepage

1) Go to the appropriate Board/Department and **Create Meeting Minutes** from the toolbox.

First enter the Title* you want to display for the Minutes. We recommended the Title be something simple like, "Minutes" or "Board of Selectmen Minutes" A date in the title field is **NOT** required.

The Subtitle field is optional.

The Meeting Date field should be the date the meeting was held. The system will use this to display and organize the minutes in your Board or Department Minutes listing.

2) If you are uploading a PDF of your Meeting Minutes you can click the Choose File button and select the file you want to upload.

If you check the box next to "**Launch uploaded file without description page**" clicking on the link for these minutes will take you right to the PDF file.

If you leave the box unchecked the link will take you to a webpage that will display the content in **Body**. Sometimes folks like to copy and paste minutes here instead of uploading as a PDF.

Remember, if your Board or Committee is set up so people can subscribe to your meeting minutes, you need to click the tab for **E-Subscriber Notification** and place a checkmark in the box next to "**Send E-Subscriber notification for this update**"

Meeting Minutes

E-Subscriber Notification

☐ Send E-Subscriber notification for this update.

Updating Files

Swapping old files for new files...

1) Find the “**View Cabinet**” link on the left. The cabinet is where items such as files, pages, and links are stored.

2) Locate the Original

Tip: Under “**Content Type**” you can filter by “File” or double-click “**Last Updated**” to sort by date

3) Once the file is found, move your cursor all the way to the right and click “**edit**”. This will bring us into Edit mode.

Click “Remove” next to the old file and Browse and upload the new one

Update the Title if necessary

Save & Close

This brings you to the updated file. Hit the back button twice to get back to your homepage

Home > Home > Cabinet

HOME CABINET

Content Type: **File** Keyword(s)

Type	Path	Last updated	Published?
Event	/home/events/traffic-rules-regulations-committee-meeting	1 week 2 days	Yes unpublish
Event	/home/events/special-town-election	2 hours 8 min	Yes unpublish
Event	/home/events/voter-registration-deadline-for-december-14-special-town-election	2 hours 8 min	Yes unpublish
Event	/home/events/special-town-meeting	2 hours 8 min	Yes unpublish

Voter Registration Deadline for

Upload file: *



hanover_tax_rates.pdf

303.39 KB

application/pdf

☐ Add to Downloadable Forms

If checked then this File node will appear in lists of download-able forms.

☒ Add to persistent links

Check here to automatically generate a menu item for this node in its respective group.

Uploading PDFs & Linking to them from a Page

1) Upload the File First

- Click **Upload File** from the toolbox
- Enter a name, for example, May 2013 Newsletter
- Click **Browse** under the 'Upload file' section and locate the document from your computer
- Make sure "**Add to Persistent Links**" is not checked
- Save and Close

Repeat for all the documents I want to upload


- Once everything is uploaded, go back to your department and click **View Cabinet**

Tip: We recommend opening the cabinet in a separate browser tab - you'll be copying information from the cabinet and using it in the links we will create in a minute so it can be helpful to have both windows open at the same time if you can.

2) In the cabinet, sort the list by **Last Updated** (click twice)

- Locate the file and **copy** the information in the **PATH** column (starting with the /)

For example: /recreation-department/files/may-2013-newsletter

- Edit (or create) the page where the new link will go, for example, the Senior Newsletters page
- Enter the appropriate text, for example, May 2013 Newsletter
- **Highlight** the text you entered, and click the **Link** icon in the editing toolbar 
- **Paste** the path you copied earlier into the URL field, click OK.

Repeat with any additional files/links you want to add to this page

- Save & close and check your work

Miscellaneous Tips, Tricks & Shortcuts:

Keyboard Shortcuts:

Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Bold	CTRL + B
New Tab	CTRL + T

"**View Cabinet**" there is a drop down labeled Content Type. You can use this to filter what types of data is displayed (File, Link, ect). This is useful for trying to find specific data you want to find and edit.

The "**Where Do I Go For?**" page lists topics you add alphabetically. When setting the title to display on the WDIGF page consider what letter site visitors are most likely to check first.

Pages added to the **Quick Links** section only show up on the department's landing page. Pages added to your **Persistent Links** by using the "Add to Persistent Links" checkbox will show on all pages of your department.

If you are uploading or creating files of a similar subject it helps to keep the **names similar** so it is easy to find them in the Cabinet. For example, "By-Laws Chapter 1", "By-Laws Chapter 2"

You can '**Unpublish**' pages to hide them from the website but still have them show up in your Cabinet. This is useful if you have a seasonal event that you don't want to recreate every year

Editing or changing a page creates a new **Revision**. You can view and change revisions by clicking on the "Revisions" tab on the top of a page. *You can revert to an old version of the page if you make a change and don't like how it looks*

If you are linking to an external site in the free form area change the "**Target**" field to "**Open in a new window**"

You can schedule content to come on and off your site by clicking the light grey tab titled "**Scheduling Options**"